



Planning to Use Time in a Writing Test

1. Note how long you have to complete the writing selection.
 2. Look at the clock and write the following on a piece of paper:
 - time writing test begins
 - time that marks one quarter of the available minutes
 - five minutes before test must be completed
 3. Use the first quarter of available time to plan your writing. This includes reading the prompt and instructions, answering the context analysis questions, prewriting, and developing a thesis or main point.
 4. When the clock indicates that a quarter of the time has elapsed, consider where you are in the planning process. If necessary, you can take a few more minutes to finalize your thoughts.
 5. Start writing your response after no more than one-half of the available time has elapsed.
 6. As you write, glance at the clock occasionally and keep looking at your thesis and prewriting to keep them in the forefront of your mind.
 7. Five minutes before the end of the test, draw your writing to a close.
 8. In the last few minutes, reread and proofread your writing, making corrections, inserting missing words, or deleting unnecessary ones. Changes that are inserted or deleted neatly are acceptable—in most cases you will not have a lot of extra time, so do not try to recopy the entire selection.
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